

Permit Cancellation Request

Date	Permit/Process Number
Contractor's Name	Contact Name
Job Address	Apartment/Unit Number
Telephone Number	E-Mail Address

A Permit Cancellation Request may be submitted if no work has taken place. If work has taken place, a Change of Contractor must be submitted.

WARNING: If the work has taken place and the permit is cancelled, you will be in violation of section 109.4 of the Florida Building Code, failure to obtain a permit and will be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.

Reason for cancelling Permit/Process Number:

Owner

 Print Owner's Name

 Owner's Signature

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____ day of _____ 20____, by _____

Personally
 Produced Identification – Type of Identification _____

 Signature of Notary Public (SEAL)

Contractor

 Print Qualifier's Name

 Qualifier's Signature

STATE OF FLORIDA , COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____ day of _____ 20____, by _____

Personally
 Produced Identification – Type of Identification _____

 Signature of Notary Public (SEAL)

Office Use Only

Date of Receipt:	Permit Cancelled <input type="checkbox"/> Yes <input type="checkbox"/> No
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ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

Excellence Miami Beach

Form Name	Permit Cancellation Request
Form Purpose	This form is completed if an owner or permit holder would like to request the cancellation of a permit.
Requirements	Form to be signed and notarized by the contractor and/or owner.
Associated Fees	Cancellation Fee
Additional Info	If the work has taken place, you will be in violation of section 109.4 of the Florida Building Code for work commencing before permit issuance.
Form Submittal	Submit the original signed and notarized Permit Cancellation Request Form to CSS using the Permit Application Updates (PAU) option. Log on in CSS: www.mbselfservice.com

For Assistance : Please contact:

1. **In – person:** ([By Appointment only](#))
2. **Via Telephone:** (305) 673-7610
3. **Via E-mail** (Questions Only):
BuildingAdmin@miamibeachfl.gov
4. **Online:**
www.miamibeachfl.gov/building

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.